

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ANNIE PORTER AINSWORTH MEMORIAL LIBRARY
6064 SOUTH MAIN STREET, PO BOX 69 SANDY
CREEK, NEW YORK 13145**

Date: October 23, 2017, 6:00 p.m.

Kind of Meeting: Regular Meeting

Board Members Present: Rachel Allen, Ashley Haskins, James Horth, Brandy Snyder-VanRy, Charles

Worden

Others Present: Jessica Godfrey, Celicia Robbins

CALL TO ORDER/ROLL CALL

President James Horth called the meeting to order at 6:04 pm.

APPROVAL OF AGENDA

Motion to approve agenda by Rachel Allen, seconded by Ashley Haskins; approved.

APPROVAL OF MINUTES

Motion to approve the minutes from the September 18, 2017 meeting by Brandy Snyder-VanRy, seconded by Charles Worden; approved.

REPORTS

- Director's Report ○ See attached report.
 - Motion to transfer \$427.34 from the Operating Account into the Director's Account by Ashley Haskins, seconded by Charles Worden, approved.
- Finance Report
 - Balances as of September 18, 2017
 - General Fund \$17,166.97
 - Director's Account \$37.92
 - Genealogy Account \$20,347.06

- CD \$6,347.06
- **Unscheduled Bills**
 - Jessica Godfrey in the amount of \$197.59 for medical reimbursement.
 - Jessica Godfrey in the amount of \$28.89 for mileage reimbursement.
 - North Country Library System (NCLS) in the amount of \$150.00 for MLiTeam Software Support.
 - Baker and Taylor in the amounts of \$282.18 and \$28.46 (totaling \$310.64) for books and audio books.
 - Tops Grocery in the amount of \$27.53.
 - W.B. Mason in the amount of \$101.24 and \$36.99 (totaling \$138.23) for library supplies.
 - Erie Insurance in the amount of \$47.00 for premium adjustment after audit.
 - Demco in the amount of \$123.95 for library supplies.
 - Motion to pay the unscheduled bills in addition to the regularly scheduled bills by Ashley Haskins, seconded by Rachel Allen; approved.
- Motion to transfer \$427.34 from the General Fund into the Director's Account by AshleyHaskins, seconded by Charles Worden; approved.

PERIOD FOR PUBLIC EXPRESSION

None at this time.

CORRESPONDENCE AND COMMUNICATION

The letter to the State Attorney General was mailed on Thursday, October 12, 2017.

OLD BUSINESS

- Outstanding Actionable Items- The Action Plan was examined and tasks are being completed.
- Draft 2018 Budget- Motion to approve the proposed 2018 budget and deliver proposed 2018 budget to the Town Board by Ashley Haskins, seconded by Brandy Snyder-VanRy; approved.

NEW BUSINESS

● Conference/Workshop Approval- Jessica Godfrey has requested to attend the following

Workshops/Meetings:

- Annual Report Workshop, October 24, 2017
- Drug Awareness in Libraries, November 14, 2017
- JAB Meeting, November 29, 2017
- Motion to approved Jessica's attendance at these workshops/meetings by Rachel Allen, seconded by Charles Worden; approved.

NEXT MEETING DATE

The next regular meeting for the Board of Trustees is scheduled for Monday, November 13, 2017 at 6:00 pm. This meeting will take place at the library.

ADJOURNMENT

Motion to adjourn at 8:10 pm by Charles Worden, seconded by Ashley Haskins; approved.

Respectfully submitted,

Rachel F. Allen
Board Secretary

****All motions unanimously carried unless otherwise noted.****